STUDENT AMBASSADOR POSITION

Contact Persons: Charmian Smith, Dean of Students

Email: Charmian.Smith@ncc.edu
Phone: 516-572-7376

David Follick, Dean of Admissions

Email: David.Follick@ncc.edu
Phone Number: 516-572-7346

Role of the Student Ambassador

Student Ambassadors provide a welcome to the college. The ambassadors will help welcome students to the Student Services Center. Additional tasks such as making calls to prospective students, creating new student information packets and general office duties may be required as well. Reports to the Dean of Students and to the Dean of Admissions.

Responsibilities

- Greet students and provide directions to faculty, administration and guests in the Student Service Center
- Assist with answering phone calls and general office tasks
- Work campus enrollment events
- Provide information relating to NCC to visitors in the Student Service Center
- Attend social and educational program(s) when invited by the College Administration
- Provide campus tours when requested by the administration
- Assist with registration process of class selection for new students.
- Other duties as assigned

*Interested candidates should contact the Deans listed above for an interview. Complete the attached application form and bring it with you on your interview.*
Nassau Community College

Student Registration Assistant Application

Please type or print neatly

PERSONAL DATA

Name: ______________________________________ Date: ____________________

Address: ____________________________________________________________________________

City: __________________________ State: ___________ Zipcode: ___________

Cell Phone: ____________________ Alternate Phone: _____________________

NCC ID #: _____________________ Email Address: ______________________

ACADEMIC INFORMATION

How many semesters have you completed at NCC? __________________________

Current G.P.A. ________ Current Major at NCC _______________________________

1. What strengths, attributes/talents do you possess that would contribute to your
effectiveness as a Student Ambassador?

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2. Please list previous and current leadership and community service involvement, if any.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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3. Please list your most recent employment history, including any job that you currently have.

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__________________________________________________________________________
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4. Please include any additional information which you believe is relevant and could assist the committee in the selection process.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
References (one must be from NCC)

1. Name: ______________________ Title: ________________________________

2. Name: ______________________ Title: ________________________________

Consent for Verification of Student Records:

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I grant permission to an authorized representative of Nassau Community College to verify my student records for purposes of this application.

Signature: _______________________________ Date: _________________

DO NOT WRITE BELOW THIS LINE

Interviewed on: _____/____/_____ By: ________________________________

Hired: Yes _____ No _____

Comments: _______________________________________________________________________________________

______________________________________________________________________________________________

Nassau Community College is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or veteran status.